

SIGN PERMIT APPLICATION

All areas must be completed on the application (Omitted information will delay approval)

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|--|--------------------|
| JOB LOCATION: _____ | Date: _____ |
| All permit requests must have an address to be processed | |
| Property I.D. Number | Subdivision |
| | Zoning |

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|--|--|
| <input type="checkbox"/> Old Bldg <input type="checkbox"/> New Bldg <input type="checkbox"/> New <input type="checkbox"/> Replacement <input type="checkbox"/> Face Change | Contractor Information: Contractor's Name _____ Contractor's Telephone Number _____ Address _____ City _____ State _____ Zip Code _____ |
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|--|------------|--------------------------------|----------------|
| Property Owner Affidavit of Permission: | | | |
| Owner's Name _____ | | Owner's Telephone Number _____ | |
| Owner's Address _____ | City _____ | State _____ | Zip Code _____ |
| Owner's Signature _____ | | Date _____ | |

| | | | |
|-----------------------------------|------------|-------------------------------------|----------------|
| Owner of Sign Information: | | | |
| Sign Owner's Name _____ | | Sign Owner's Telephone Number _____ | |
| Sign Owner's Address _____ | City _____ | State _____ | Zip Code _____ |

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|---|--|---|--|
| ➤ Type of sign: | <input type="checkbox"/> display <input type="checkbox"/> poster panel/sandwich <input type="checkbox"/> marquee <input type="checkbox"/> changeable message <input type="checkbox"/> pole/pylon | <input type="checkbox"/> temporary (grand opening) <input type="checkbox"/> awning/canopy <input type="checkbox"/> wall <input type="checkbox"/> billboard <input type="checkbox"/> electronic reader board (duration: _____ minutes _____ seconds) | <input type="checkbox"/> window <input type="checkbox"/> projecting <input type="checkbox"/> moving image <input type="checkbox"/> ground/monument (color: <input type="checkbox"/> red <input type="checkbox"/> orange <input type="checkbox"/> yellow) |
| ➤ Length: _____ | Height _____ | Area in square feet: _____ | Number of sides: _____ |
| ➤ The sign will be: | <input type="checkbox"/> non-illuminated <input type="checkbox"/> illuminated (electrical permit required) | | |
| ➤ Distance from top of entire sign to ground or sidewalk: _____ | weight of sign: _____ | | |
| ➤ Lower edge will be _____ feet above: | <input type="checkbox"/> alley <input type="checkbox"/> sidewalk <input type="checkbox"/> street <input type="checkbox"/> private property | | |
| ➤ The inner edge of sign will be: _____ feet from building, | the outer edge will be: _____ feet from building | | |
| ➤ The face of the sign is constructed of what material: _____ | | | |
| ➤ The frame of the sign is constructed of what material: _____ | | | |
| ➤ How many signs are currently located at this property? | | | |
| Type _____ | Size _____ | Type _____ | Size _____ |
| Type _____ | Size _____ | Type _____ | Size _____ |
| Type _____ | Size _____ | Type _____ | Size _____ |
| ➤ Are any existing signs to be removed? If yes, indicate which signs will be removed. | _____ | | |
| ➤ TOTAL SIGN COST: \$ _____ | | | |

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| Construction/installation may not commence until a sign permit has been secured. All mail in permits must include a self-addressed, stamped envelope. A copy of the permittee's State of Michigan Photo I.D./Driver License is required. An electrical permit is required for signs that contain electrical components. A plot plan must be submitted (see reverse side of application). It is herby agreed that the sign will conform in every detail with all City of Romulus codes and ordinances. | | | |
| Owner's Signature _____ | Date _____ | Contractor's Signature _____ | Date _____ |

1. Applications for sign permits shall be made upon forms provided by the Building Code Official, and shall contain or have attached thereto the following information:

- a. Name, address, telephone number and copy of both sides of driver's license of the applicant;
- b. Location of building, structure or lot to or upon which the sign or other advertising structure is to be attached or erected;
- c. Position of the sign or other advertising structure in relation to nearby buildings or structures;
- d. Two (2) blueprints or ink drawings or the plans and specifications and the method of construction and attachment to the building or in the ground;
- e. Copy of stress sheets and calculations showing the structure is designed for dead load and wind pressure in any direction in the amount required by this and all other laws and ordinances of the city; provided that where the Building Code Official deems it advisable, he may require the approval of the structural design by a registered engineer;
- f. Name of the person erecting the structure;
- g. Written consent of the owner as to where the sign is to be erected on vacant land;
- h. Color renderings including lettering, graphics, logos etc.;
- i. Details for sign components, including mechanical and electrical systems;
- j. Landscape plan for monument and ground signs.

2. Site plan to include:

- a. Building locations
- b. Street frontage
- c. Building elevation drawn to scale showing exact location and sized of all wall-mounted signs (proposed and existing)
- d. Property Lines
- e. Sight visibility triangles
- f. Public right-of-way
- g. Setback from right-of-way
- h. Location of sign on property
- i. Relationship of proposed sign to ingress and egress points

Such other information as the Building Code Official shall deem necessary to show full compliance with this and all other laws and ordinances of the city.

FOR DEPARTMENT USE ONLY

| | |
|--|---------------------------------------|
| <input type="checkbox"/> Application Approved | Approved by: _____ |
| <input type="checkbox"/> Application Not Approved | Authorized Signature _____ Date _____ |
| <input type="checkbox"/> Application Requires BZA Approval | |
| <input type="checkbox"/> Approved by Board of Zoning Appeals | |
| <input type="checkbox"/> Not Approved by Board of Zoning Appeals | Disapproved by: _____ |
| Appeal Number: _____ | Authorized Signature _____ Date _____ |
| Date BZA appeal granted: _____ | |

REMARKS: _____

